

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

NATURAL RESOURCES TRAINING DIRECTOR

I. INTRODUCTION

Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the single position located within the Department of Natural Resources, Bureau of Human Resources which functions as the Department's Training Director and meets the definition of "confidential" as defined in s. 111.81, Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

II. DEFINITION

NATURAL RESOURCES TRAINING DIRECTOR

The single position allocated to this classification serves as the Department's Training Director within the Department of Natural Resources' Bureau of Human Resources. This position directs the needs analysis, curriculum design and delivery of the department's training program; plans and directs the development of performance measures to continually evaluate the effectiveness and quality of service for the training program; and leads assigned staff. The work is performed under the general direction of the Director, Bureau of Human Resources.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-represented positions to describe the single position as the DNR Training Director.

This position was previously classified as a Training Director created effective March 2, 1997 as a result of the Professional Program Support Personnel Management Survey, to identify positions which manage an agency training program or supervise positions involved in the development and presentation of agency training programs. The positions allocated to this classification were formerly classified as Administrative Officers. Announcement of this classification appeared in Bulletin CC/SC-63.

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